Accessing PPMS for Faculty of Science and Engineering - Undergraduate and Postgraduate Taught Studies

A step-by-step guide to creating an account, requesting project access and getting support

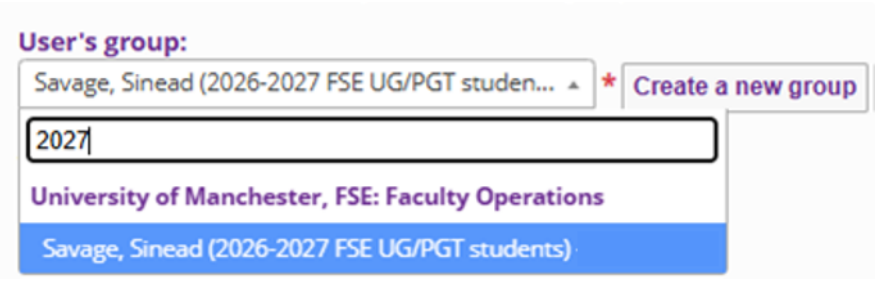
What is PPMS?

PPMS is the system used by The University of Manchester to manage access to research facilities, book time on equipment, or access services within the core facility. Both the Faculty of Science and Engineering and the Faculty of Biology, Medicine and Health use the PPMS system across almost 30 core facilities.

As part of undergraduate or postgraduate taught courses, students may need to use the PPMS system to book time on research equipment, or to order services within a research facility. This is usually through lab-based projects under the supervision of an academic supervisor. To access the system, please see the guidance below.

1. Create your PPMS user account

1. Creating a user account on the PPMS system involves logging in at the following link using your University of Manchester credentials, you will need to select the facility in which you are studying/working from the list and then login via the single sign on page.
2. Once you have logged in, the account creation request page will open for you.
3. Complete all mandatory fields, following any instructions in the form.
4. When prompted to select a user group, choose the option that matches your work:
    - **Lab-based project with an academic supervisor:** Select the group associated with your academic supervisor from the drop-down list.
    - **Non-lab-based work, or supervisor not listed:** Select **2026/2027 FSE UG/PGT Students**.



5. Submit your account-creation request.

Requests are processed centrally and can take up to two working days to complete. You will receive an email notification from the PPMS system once your access is granted.

2. Request a finance account for bookings

Before you can request training and/or make a booking in PPMS, a finance account must be associated with your user account. For undergraduate and postgraduate taught work, this will be a project linked to your school and mode of study.

1. Log in to the relevant core facility in PPMS.
2. On the facility home page, select the **Request** tab at the top left.
3. Under **Project Creation Requests**, open the form titled **UG/Masters Project Access**.
4. Complete the form, including:
    - your degree type;
    - your school; and
    - the activities you plan to undertake in PPMS.
    - the name of your lab-project supervisor if applicable.
5. Submit the form.

The information will be checked with Faculty data, and the appropriate finance account will be allocated for your work. This can take up to two working days. You will receive an email notification from the PPMS system once your access is granted.

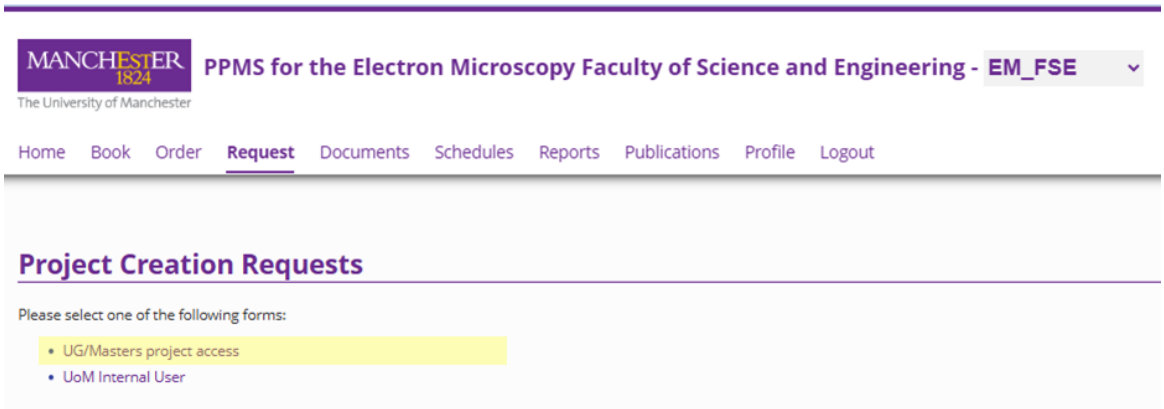


***Figure 1**: An example screenshot from the EM_FSE core facility on PPMS. The list of Project Creation Requests may differ if you are requesting via a different core facility.*

3. Applying for access on behalf of a student

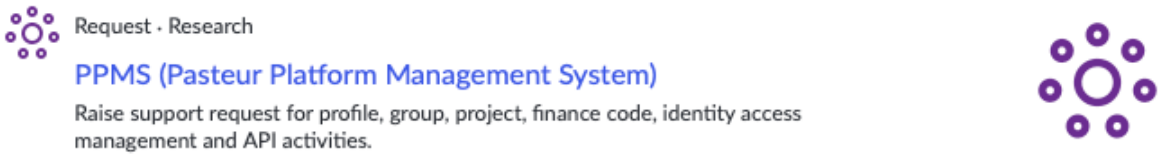
If you are requesting access on behalf of an UG or PGT student, please use the same form on PPMS. You can use one form/submission to request the addition of multiple students.

1. Log in to the relevant core facility in PPMS.
2. On the facility home page, select the **Request** tab at the top left.
3. Under **Project Creation Requests**, open the form titled **UG Masters Project Access**.
4. Complete the form, including:
    - the degree type of the student(s);
    - the school of the student(s); and
    - the activities you plan to undertake in PPMS.
5. If you will be making bookings on behalf of a student, please add details about the student in the "further details" box at the end of the form.
6. Submit the form.

The information will be checked with Faculty data, and the appropriate finance account will be allocated for your work. This can take up to two working days. You will receive an email notification from the PPMS system once your access is granted.

4. Get help

If you have any issues using PPMS or completing the required forms, Please visit Connect and login as either a student or colleague before searching for PPMS. You can then request support to address the issue you are encountering.



5. Useful links:

PPMS Start page: https://corefacilities.manchester.ac.uk/start/

PPMS Log-in page: https://corefacilities.manchester.ac.uk/login/?pf=1

Connect request form for PPMS: PPMS (Pasteur Platform Management System) - Connect

Knowledge articles for PPMS: PPMS (Pasteur Platform Management System) – Knowledge articles

If these links do not work, login to Connect and search for PPMS.